

Section D

AVAILABILITY OF AMSDL AND DID'S LISTED THEREIN

1. HOW TO ORDER THE AMSDL OR INDIVIDUAL DID'S

All orders for documents must be made by FAX or Mail at this time. Fax your credit card **orders** to: (215) 697-1462. Check or money orders must be drawn on a US bank and mailed to:

DODSSP
Building 4/Section D
700 Robbins Avenue
Philadelphia, PA 19111-5094

Please be sure to include payment with every mail order, checks and money orders should be made payable to: DAPS, Philadelphia

2. PRICING POLICY

All of our **DODSSP** customers in the federal sector, *State*, municipal and **foreign** customers, **all** of our commercial customers in the private sector, may purchase **DODSSP** products at the prices published on our current order forms, in any quantity you desire.

Although prices are subject to change, advance notice of any impending price changes will appear on our product order form (**DAPS-Phila 5270/5 - 1/97**) is provided **at the** end of this publication and on our **DODSSP Website** (<http://www.dodssp.daps.mil>):

Cost for all active and inactive paper documents is \$.09 per **page** (one side). The minimum **DODSSP** order is \$5.00 (for any order up to 55 pages). The current **DODSSP** Specification and Standards or DID's Order form (**DAPS-Phila 1425/7 - 1/97**) is provided at the end of this publication.

3. PAYMENT OPTIONS

The **DODSSP** **accepts** payment by check, money order, Visa and Master Card (including the Governmentwide Visa Purchase Card). If you choose to make payment by credit card, you must include your credit card number and expiration date with every order.

4. **DODSSP** SPECIAL ASSISTANCE/CUSTOMER SERVICE

We encourage you to call our Customer Service staff with your questions or concerns, or simply to provide you with accurate document page-counts for your orders. The **DODSSP** Special **Assistance/Customer** Service Desk number is: (215) 697-2667/2 179.

5. AUTOMATIC DISTRIBUTION/SUBSCRIPTION SERVICE DESK

All *new* and revised issuances of DID's and the AMSDL will automatically be distributed to all DOD/Military activities appearing on the automatic distribution list maintained by the **DODSSP**. Any changes to requirements or addresses should be directed to the Subscription Service Desk. Private sector or other Government **agencies must** submit **payment** for **DID's (\$25.00)** or complete **sets (\$ 50.00)** when **ordering**. Anyone subscribing to update will not receive documents printed previous to their effective subscription date. Request for DID's prior to subscription must be requested in accordance with the information provided in note number 2 above.

6. **COMPLETE SETS OF DID'S**

Complete sets will only be printed two times a year according to the following schedule. Orders will be accepted and held until the next printing date.

1 April

1 October

Questions regarding automatic distribution can be directed to the Subscription Service Desk
(215) 697-2569 or fax your comments to (215) 697-1462.

Visit our new site for late breaking DODSSP news, new product announcements, **downloadable** order forms... and soon. on-line ordering!

DODSSP Website: <http://www.dodssp.daps.mil>

All our customer service representatives are available between **7:30AM** and 4:00PM (EST) Monday thru Friday.